

**MADERA COUNTY**  
**PROGRAM SECRETARY**

**DEFINITION**

Under general supervision, to perform a variety of difficult and responsible secretarial, clerical, and administrative duties in support of an assigned office; and to provide general information and assistance to the public; and to do related work as required.

**SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Performs the full range of secretarial duties for an assigned office; composes, types, formats, and proofreads a wide variety of reports, letters, and memoranda; types from rough draft, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; makes or suggests corrections to drafts; prepares, copies, and distributes a variety of documents including agendas, bulletins, notices, and specifications; ensures proper filing of copies in departmental or central files; attends meetings and records minutes as assigned; prepares and processes meeting minutes; organizes and prepares materials for meetings, classes, and training; prepares and maintains manuals and resource materials; develops, designs, reviews, and verifies forms and reports for completeness and conformance with established regulations and procedures; prepares and assembles reports, manuals, newsletters, and other materials; screens calls, visitors, and mail; responds to complaints and requests for information; assists in interpreting and applying policies and procedures; directs callers to appropriate County staff as necessary; coordinates calendars and makes meeting arrangements; schedules meetings and appointments; arranges for necessary materials to be available at meetings; performs a variety of duties to assist in the management or administration of assigned programs including maintaining records, logs, and files and preparing requisitions for supplies, materials, and equipment; compiles information and statistics; prepares reports, summaries, and files; completes appropriate forms; operates a variety of modern office equipment including copiers, computers, word processors, and printers to enter and retrieve data and produce various documents and reports.

**OTHER JOB RELATED DUTIES**

May assume responsibility for security clearance and identification cards for staff and volunteers including reviewing applications and issuing identification cards; performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Modern office practices, methods, and computer equipment.  
Techniques used in public relations.  
English usage, spelling, grammar, and punctuation.  
Basic mathematical principles.  
Basic principles and practices of data collection and report preparation.  
Principles and practices of financial and statistical record keeping.

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Program Secretary (Continued)***

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**Skill to:**

Operate modern office equipment including computer equipment.  
Type at a rate of 45 words per minute from clear, legible copy.  
Take and transcribe notes accurately.

**Ability to:**

Learn and understand the organization and operation of the assigned program, County, and outside agencies as necessary to assume assigned responsibilities.  
Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Perform a variety of secretarial and complex office assistance, stenographic, and administrative assistance assignments.  
Respond to requests and inquiries from the general public.  
Compile and maintain records and prepare routine reports.  
Prepare clear, concise correspondence and reports.  
Deal tactfully and courteously with the public and other agencies when representing the functions and policies of assigned program areas.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two years of increasingly responsible clerical or secretarial experience involving public contact.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in secretarial science.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**Effective Date:** May, 1995